

Lead Museum/Historic Site Interpreter Zwaanendael Museum

The Delaware Division of Historical and Cultural Affairs (Department of State) seeks an enthusiastic and experienced individual to provide leadership within the Zwaanendael Museum. Working with the interpretive staff at the site, and under the direction of the Museum/Historic Site Supervisor, the Lead Museum/Historic Site Interpreter is responsible for the public programming for the Zwaanendael Museum.

The Lead Museum/Historic Site Interpreter will participate in and oversee all aspects of interpretive and education programming related to individuals, groups, and schools. This programming will occur on-site, off-site, and virtually. This position will work to raise awareness of the inclusive programs offered that highlight the history of the site and area and in local, regional, and national topics.

The position is a full-time, merit position and will require weekend and some evening work. The position is based in Lewes, Delaware, with a hiring salary range of \$32,910 – \$34,967.

Closing date: August 15, 2023.

All applications must be submitted through: [Delaware Employment Link](#).

Responsibilities:

1. Conducts thematic tours, lectures, workshops, seminars, virtual programming, and social media postings of the Zwaanendael Museum and associated local history.
2. Assesses visitor level of knowledge and interests prior to and during tours and makes adjustments to tailor subject matter to the audience.
3. Engages visitors in participatory activities or historic demonstrations.
4. Assists with the development and implementation of programmatic activities by conducting research within established guidelines, proposing ideas for site activities, supervising and serving as mentors for casual/seasonal staff, participating in brainstorming sessions for developing and implementing research projects, exhibit and interpretive programs and designing and marketing special public events.
5. Develops educational activities and programs according to nationally accepted best practices and standards.
6. Works with staff, volunteers, and interns.
7. Collaborates with partner agencies such as the Lewes Public Library, Lewes Chamber of Commerce, Lewes Historical Society, Cape Henlopen State Park, and others.
8. Performs a variety of support functions such as maintaining surveillance of visitors/buildings/contents for security purposes; scheduling tours; collecting revenues; and preparing records of visitation and donations.
9. Maintains operations during absence of Site Supervisor.
10. Attends training sessions, workshops, conferences, and seminars.
11. Works with diverse audiences and age groups.

Knowledge and Abilities:

1. Interest in local history and a readiness to learn and expand knowledge of Delaware history.
2. Strong written and oral communication skills with attention to details.
3. Excellent interpersonal skills to work with diverse visitors, residents, volunteers, and staff.
4. Strong organizational and project management skills with ability to work independently, proactively and as a team member with ability to work well under pressure and manage multiple programs/deadlines.
5. Computer literacy, particularly in Outlook, Word, Excel, Power Point.
6. Ability to utilize videoconferencing programs such as Zoom and WebEx for meetings and public programming.
7. Knowledge of social media platforms such as Facebook, Instagram, and Twitter.
8. Must have a valid driver's license and be able to work weekends and occasional evening hours.

Position Requirements:

1. Six months experience in record keeping.
2. Knowledge of museum practices such as collections management, research, exhibit design, handling of collections, preservation or maintenance of historic buildings, conducting museum educational programs or tours.
3. Knowledge of public relations, media relations or communications such as establishing and promoting a positive image with the public, informing or influencing specific audiences through the use of internal and external communications such as public forums, journalism, writing, marketing, advertising, social media, promotions, or special events.

Delaware Division of Historical and Cultural Affairs

The Division of Historical and Cultural Affairs serves Delaware residents and visitors by identifying, preserving, and interpreting Delaware history. Our activities foster strong communities, engaged citizens, economic vitality, and a deeper understanding of Delaware's role in world history. We do this in public trust for current and future generations.

The Division of Historical and Cultural Affairs is a trustworthy, ethical, and reliable partner with organizations, agencies, and individuals with whom we have common goals. The division's vision is to actively engage our audiences in learning and to understand how Delaware history is meaningful to their lives. We seek to actively engage our audiences through exploring a diversity of historical and cultural perspectives to inform and influence decisions about the future. We want our audiences to feel welcomed, valued, and encouraged to question and explore.

Please see the Division's Statement on Race and Equity at <https://history.delaware.gov/about-agency/>

